



## **Louisiana Pharmacists Association Honorarium Policy**

*LPA has policies and procedures governing expense reimbursement for faculty members. The intent of this standard is to ensure further separation of personal financial interests and commercial support from educational content.*

The Louisiana Pharmacists Association is accredited by the Accreditation Council for Pharmacists Education (ACPE) to sponsor/jointly sponsor continuing education (CE) activities. LPA must ensure balance, independence, objectivity, and scientific rigor in all continuing education activities it sponsors or jointly sponsors. This policy applies to LPA and non-LPA faculty who present at CPE events sponsored/jointly sponsored by LPA:

1. An acceptable compensation for events sponsored by LPA will include meeting registration for the event at which the faculty member is presenting, hotel accommodations for the night before or after the activity, as well as attendance to any food and beverage function(s) within the meeting agenda.
2. An Honorary Membership for the calendar year may be accepted as an honorarium for service to the LPA, in which time the faculty member has all rights and privileges as stipulated by the association bylaws.
3. All airline tickets must be purchased at a 14-day advance purchase (or better) price. If a ticket is purchased after the 14-day cut-off, only the amount of the 14-day advance purchase price will be reimbursed. Persons traveling within a 250 mile radius should drive unless flying would be less expensive. Out-of-pocket ground transportation will be reimbursed in accordance with IRS standard mileage rates for the use of a car (also vans, pickups or panel trucks.) Beginning on Jan 1, 2009, this rate is 51 cents per mile for business miles driven.
4. Reasonable meal expenses (alcohol not included) for the 24-hour period surrounding the day of the activity will be reimbursed with receipts. General guidelines for meal allowances have a \$50/day cap.

Due to restrictions regarding sponsorships and the challenge of state associations securing grants, LPA requests that expense reimbursement be the honorarium. Exceptions are if LPA is able to secure a grant or sponsorship, or if Executive Committee has granted prior approval. If these restrictions prohibit participation by an individual faculty member, the faculty member may request specific terms regarding the honorarium from LPA staff. The LPA Education Committee will review the appeal in a timely fashion and the faculty member will be notified immediately of the Committee's decision. All expenses paid shall be paid directly from LPA to the faculty member.

A statement of expenses should be submitted no more than 30 days following an authorized expenditure and will include receipts, where applicable. This policy will be reviewed every two years (from the original approval date) for appropriateness of honoraria amounts.

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Signature

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Date